

**MILPER MESSAGE NUMBER : 09-005**  
**AHRC-OPD-A**  
**REGULAR ARMY (RA) OFFICER RESIGNATION PACKETS**  
**ADDITIONAL REQUIREMENT**  
Issued: [01/13/2009]

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AR 635-10 PROCESSING PERSONNEL FOR SEPARATION

AR 600-8-24 OFFICER TRANSFERS AND DISCHARGES

1. EXPIRATION: THIS MESSAGE EXPIRES NLT 30 SEPTEMBER 2020.
2. APPLICATION: THIS MESSAGE APPLIES TO ALL REGULAR ARMY OFFICERS AND WARRANT OFFICERS.
3. PROCEDURE:
  - A. ALL UNQUALIFIED RESIGNATIONS SUBMITTED TO HUMAN RESOURCES COMMAND (HRC), ALEXANDRIA, MUST INCLUDE A MEMORANDUM VERIFYING THE INDIVIDUAL OFFICER RECEIVED RESERVE COMPONENT COUNSELING BY THEIR SERVICING RESERVE COMPONENT CAREER COUNSELOR (RCCC). MEMORANDUM MUST BE IN THE FORMAT PROVIDED AT THE FOLLOWING LINK  
[HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/ENLIST/EPRCTD/UNIT\\_CONTACT\\_LIST.HTM](https://www.hrc.army.mil/site/active/enlist/eprctd/unit_contact_list.htm)  
AND MUST BE SIGNED BY THE SERVICING RCCC. ALL OTHER REQUIREMENTS FOR UNQUALIFIED RESIGNATION PACKETS WILL OTHERWISE REMAIN THE SAME. ANY UNQUALIFIED RESIGNATION PACKETS RECEIVED AFTER 31 MARCH 2009 THAT DO NOT HAVE THIS MEMORANDUM WILL BE RETURNED WITHOUT ACTION.
  - B. OFFICERS CAN FIND THEIR SERVICING RCCC AT THE FOLLOWING LINK  
[HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/ENLIST/EPRCTD/UNIT\\_CONTACT\\_LIST.HTM](https://www.hrc.army.mil/site/active/enlist/eprctd/unit_contact_list.htm).
4. THE POC FOR QUESTIONS CONCERNING SERVICING RCCC'S IS CHIEF TRANSITION BRANCH AT DSN 221-0089 OR COMMERCIAL 703-325-0089 OR  
[HRCRCTRANSBRANCH@CONUS.ARMY.MIL](mailto:HRCRCTRANSBRANCH@CONUS.ARMY.MIL).
5. THE POC FOR UNQUALIFIED RESIGNATIONS IS CHIEF, OFFICER SEPARATIONS AT DSN 221-7956 OR COMMERCIAL 703-325-7956 OR  
[HRCSEPARATIONSBRANCH@CONUS.ARMY.MIL](mailto:HRCSEPARATIONSBRANCH@CONUS.ARMY.MIL).